

# Instructions for completing and submitting the prequalification application, PS-06

## Cover:

Fill in all applicable information.

## Section 1:

Fill in all applicable information; pay special attention to “Type of Organization”.

For definitions regarding engineering and / or land surveying services, type of organizations, or the NJ Professional Services Corporation Act, refer to Title 45 of the NJ Statutes. Call (973) 504-6460 for more information

## Section 2:

NJDOT prequalifies Consultants in 50 disciplines of Engineering, Architecture, Planning and/ or Land Surveying. 11 are primary disciplines and 39 are support disciplines. These areas are listed on pages 3 – 5. The link to the corresponding requirement sheets (section 3) is found under the description.

Indicate with an “X” in column A all disciplines that your firm requests prequalification in.

Those disciplines, with an “E” under column E (Exempt), are not considered engineering, architecture and/or land surveying services, and are therefore exempt from the NJ Professional Services Corporation Act. (Refer to Title 45 of the NJ Statutes). If your firm is requesting only disciplines marked “E”, your firm is exempt from the requirements of submitting a “Certificate of Authorization”.

## Section 3:

This section is for the discipline requirement sheets for those your firm is requesting prequalification in. On each requirement sheet, there will be links to the resume (section 4) and if necessary, the project page (section 5). **Be sure to read any and all notes and directions. There may be special requirements for that discipline, and failure to adhere to them may result in the denial of prequalification in that discipline.**

**Do not enter any information in the shaded areas of the form.**

## Section 4:

- **Provide all information in the spaces provided.**
- **Information provided in attachments will not be considered.**
- **Include only those individuals who are members of your staff at the time of submission.** Please include all technicians as required by the requested discipline(s) you are requesting. If any staff members are part time, please indicate this clearly.

Make as many copies of the page as necessary to complete your application. Refer to Technical Disciplines Reviewer Groups for the number of copies required.

Check appropriate box (A, B, C or D) as to which reviewer group will be reviewing this staff member's credentials. Refer to Technical Disciplines Reviewer Groups as to which review group goes with the disciplines you are requesting.

Under Professional Registration and Professional Affiliations, indicate any licenses or memberships that are relevant to the disciplines requested; note that some disciplines specifically ask for certain licenses. Examples of Professional Affiliations are: AAAE (Association of American Airport Executives), ITE (Institute of Transportation Engineers), NTSB (National Transportation Safety Board), ASCE (American Society of Civil Engineers), IEEE (Institute of Electric and Electronic Engineers), etc.

Under "Training" list all training that is relevant to the disciplines requested. For example, if the resume is for A-3, Archaeology, indicate if the individual has the OSHA Hazardous Waste Training; if the resume is for M-3, Mobile Air Quality, and the individual has completed the Air Quality Emission Model training, indicate in this section. All required training must be corroborated by including a copy of a valid certificate. **If the certificate has expired, it will not count and may result in the disqualification of that person.**

Under Summary of Experience, it is necessary to provide some specific tasks, which are related to the discipline(s) for which that person is being listed as staff. Indicate number of years for each category.

#### Section 5:

**Use this page to describe projects for which your firm was either a Prime or Sub-Consultant paying special attention to describing the proper equipment used (if applicable).**

**Do not refer to attachments; provide all information in the space required.**

**Insufficient information to make a determination will result in rejection of your request for prequalification in one or more disciplines.**

Check appropriate box (A, B, C or D) as to which reviewer group will be reviewing these projects. Refer to Technical Disciplines Reviewer Groups as to which review group goes with the disciplines you are requesting.

List disciplines/tasks performed only by your firm (i.e. For a bridge design job where your firm was the Prime-consultant, if the surveying work was done by a sub-consultant, do not list survey as a discipline / task performed by your firm.)

Include the names and phone numbers of 2 references for each project. Make sure that the phone numbers, including area code, are up to date.

For prime-consultants, the consultant fee represents the firm's total cost for the project including work performed by sub-consultants. For sub-consultants, the consultant fee represents the firm's total cost for the work performed by your firm only.

Under Completion Status, provide the percentage completion and estimated completion date or the completion date for each phase.

**Principals, Presidents, or Partners of your firm may list projects completed while employed by another firm. Only level "A" consideration will be given to these firms.**

#### Section 6:

Answer all questions and provide any necessary information.

#### Section 7:

Sign the certification and have the document notarized in the space provided. Failure to do this will result in delays in processing your application.

#### Submitting the PS-06:

You need to submit one complete original prequalification application PS-06, and enough copies for each of the reviewer group(s) of the disciplines requested.

For example, if you are interested in disciplines E-5, H-1, I-1, I-3, and T-1 based on the list of reviewer groups found in Technical Disciplines Reviewer Groups, you will need to submit one (1) original and Four (4) copies:

One copy for Group A for discipline H-1;

One copy for Group B for discipline E-5;

One copy for Group C for disciplines I-1, I-3;

One copy for Group D for discipline T-1,

The original package must contain: a) Cover Page, and Sections 1, 2, 6, & 7, which are general, b) Sections 3, 4 & 5 for each discipline requested.

The packages for each reviewer group must contain: a) Cover Page, and Sections 1, 2 6 & 7, which are general, b) Sections 3, 4 & 5 which should be **specific for each reviewer group**.

#### Certificate of Authorization

If your firm is required to submit a Certificate of Authorization, you must provide a copy of **the current certificate** with your package.

If you are requesting qualification in Surveying, you must also include a copy of the current certificate in the package for the reviewer of Surveying.